

**ROBERT E. THOMAS**

**Attorney At Law**

**Bankruptcy Trustee**

P.O. Box 5075

Winter Park, FL 32793-5075

Telephone (407) 677-5651

rthomastrustee@gmail.com

---

Dear Attorney

Under the provisions of the United States Bankruptcy Code you must provide the Trustee with copies of the following documents 7 days before the date set for the first meeting of creditors:

- 1) Debtor's last 2 US Income Tax Returns.
- 2) Copies of Debtor's pay stubs or payment advices from their employer for each pay period for the 60 days prior to your bankruptcy filing.
- 3) Copies of all of the Debtor's bank statements for the 2 months prior to filing bankruptcy.

Please send the requested information 7 days prior to the meeting of creditors attached as pdf files to an email sent to [rthomastrustee@gmail.com](mailto:rthomastrustee@gmail.com). **You must put the Debtor's last name and case number in the subject line of the email.**

If your client will need an interpreter you must notify me in advance. Cases requiring an interpreter service are subject to being rescheduled on the 341 date.

Also please be sure to remind your client that, at the creditors meeting, all Debtors must present a Photo ID and their Social Security Card. A Copy of their W-2 Statement from their employer or Correspondence from the Social Security Administration with their Social Security Number and name printed on it is also acceptable.

Sincerely,

Robert E. Thomas  
Chapter 7 Trustee